

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

## WEEKLY MEETING SCHEDULE July 6-10, 2009

### MONDAY, JULY 6, 2009

- |             |                     |   |
|-------------|---------------------|---|
| * 6:00 p.m. | Executive Committee | Room 200—Northern Bldg.<br>305 E. Walnut Street |
|-------------|---------------------|---|

### TUESDAY, JULY 7, 2009

- |             |                                   |   |
|-------------|-----------------------------------|---|
| * 5:15 p.m. | Facility Master Plan Subcommittee | Room 201—Northern Bldg.<br>305 E. Walnut Street |
|-------------|-----------------------------------|---|

### WEDNESDAY, JULY 8, 2009

- |             |                                   |   |
|-------------|-----------------------------------|---|
| * 1:00 p.m. | Land Information Office Committee | Room 200—Northern Bldg.<br>305 E. Walnut Street |
| * 5:00 p.m. | Public Safety Committee           | Room 200—Northern Bldg.<br>305 E. Walnut Street |

### THURSDAY, JULY 9, 2009

- |             |                                  |   |
|-------------|----------------------------------|---|
| * 5:30 p.m. | Education & Recreation Committee | Room 200—Northern Bldg.<br>305 E. Walnut Street |
|-------------|----------------------------------|---|

### FRIDAY, JULY 10, 2009 (No Meetings)

#### **\*Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**"PUBLIC NOTICE OF MEETING"**

**PURSUANT TO SECTION 19.84 WIS. STATS., NOTICE IS HEREBY GIVEN TO  
THE PUBLIC THAT THE FOLLOWING MEETINGS WILL BE HELD THE WEEK  
OF JULY 6-10, 2009.**

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## EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima Vice Chair

Tom Lund, Bernie Erickson

John Vander Leest, Andy Nicholson, Patrick Evans

## EXECUTIVE COMMITTEE

Monday, July 6, 2009

6:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of June 8, 2009 and Special Executive June 17, 2009.

## Comments from the Public/Such Other Matters as Authorized by Law

### Communications

1. Communication from Supervisor Vander Leest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget. (Referred from June County Board.)

### Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

### Reports

3. County Executive Report.
  - a. Mental Health Center - **Closed Session:** Pursuant to sec. 19.85(1)(c), Wis. Stats., to consider performance evaluation data of public employees.
  - b. Budget Status Financial Report for May 31, 2009.
4. Labor Negotiator Report.
5. Internal Auditor Report.
  - a. **Closed Session:** Pursuant to sec. 19.85(1)(e) for the purpose of deliberating contractual changes with the lease of public properties at the golf course where competitive or bargaining reasons require a closed session.
  - b. Discussion and Possible Action re: Refer to Internal Auditor to conduct a survey regarding how chargebacks are handled in other counties. (Motion from June Administration Committee.)

July 6, 2009

- c. Discussion and Possible Action re: Human Resources to develop a job description and analysis for reclassification of the Internal Auditor to a position of Internal Auditor/Board Research Analyst. (Referred from June meeting.)
  - d. Budget Status Financial Report for May 31, 2009.
  - e. Other.
6. Board Attorney Report.

**Resolution, Ordinances**

7. Resolution re: Establishing a Maximum Rate Assessed Against Municipalities for Contributions to the Wisconsin Retirement System. (Referred from June County Board.)
8. **Closed Session:** For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to 19.85 (1)(e). In the alternative, the Executive committee is meeting for the purpose of collective bargaining and is not subject to the Wisconsin open meetings law pursuant to 19.82 (1) of the Wisconsin State Statutes, and also for the purpose of conferring with legal counsel for Brown County as to legal advice concerning strategy as to litigation pending pursuant to sec. 19.85 (1) (g) of the Wisconsin State Statutes.
9. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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**FACILITY MASTER PLAN COMMITTEE**

Adam Warpinski , Chair  
Carole Andrews, Vice Chair  
Jack Krueger, Mike Fleck, Pat Wetzel

**FACILITY MASTER PLAN SUBCOMMITTEE**

**Tuesday, July 7, 2009 @ 5:15 p.m.**

**Room 201, Northern Building**

**305 E. Walnut Street**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of May 21, 2009.
4. Communication from Supervisor Clancy re: To have the Public Safety Committee and the Facility Master Plan Committee to explore the feasibility of requesting bids for 24,000 sq. ft. building and a 48,000 sq. ft. building to be located on the County Property at the Mental Health Site. This should have the following specs: 6" concrete floor with in-floor heating; 16 ft. side walls and fully insulated. That would give us a basic cost to house all Sheriff, Drug, Emergency Bomb Squad & Impound vehicles (referred from June Public Safety).
5. Discussion on Items in Public Safety Master Plan Addressed under Proposed Sheriff's Dept.
6. Review Facilities Master Plan for Public Safety.
7. Review of Administration Division Master Plan and Space Needs.
8. Review of Energy Task Force.
9. Such Other Matters as Authorized by Law.

Adam Warpinski, Chair

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## **AGENDA**

Brown County

Land Information Office (LIO) Committee

Wednesday, July 8, 2009

**1:00 PM**

305 East Walnut Street (Northern Building) Room 200

### **ROLL CALL:**

Kerry Blaney	_____	Ray Smith	_____
Bill Bosiacki	_____	Lynn Schwarm	_____
Bill Hafs	_____	Jim Wallen	_____
Robert Heimann	_____	Cathy Williquette vice chair	_____
Pat Ford	_____	Lynn VandenLangenberg	_____
Tom Hermsen	_____	Mike Hronek	_____
Chuck Lamine chair	_____	Bernie Erickson	_____
Jim Nickel	_____		

### **APPROVAL OF MINUTES:**

1. Approval of the minutes from the May 20, 2009 LIO Committee meeting

### **REPORTS:**

1. Project Updates
2. Legislative Updates

### **NEW BUSINESS:**

1. 2010 Land Records Modernization Budget Review & Approval
2. Any other matters

Notice is hereby given that action by the Land Information Office may be taken on any of the items which are described or listed in this agenda.

ANY PERSON WISHING TO ATTEND, WHO, BECAUSE OF A DISABILITY REQUIRES SPECIAL ACCOMMODATION, SHOULD CONTACT THE BROWN COUNTY BOARD OFFICE AT 448-4015 TWO DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

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### **PUBLIC SAFETY COMMITTEE**

Andy Nicholson, Chair  
Tom De Wane, Vice Chair  
Carole Andrews, Bill Clancy, Andy Williams

### **PUBLIC SAFETY COMMITTEE**

**Wednesday, July 8, 2009**

**5:00 p.m.**

**Rm 200, Northern Building  
305 E. Walnut Street**

- I. Call meeting to order.
  - II. Approve/modify agenda.
  - III. Approve/modify minutes of June 3, 2009.
1. Review minutes and reports of:
    - a. Criminal Justice Coordinating Board (5/26/09).
    - b. Emergency Medical Services Council (5/20/09).

### **Communications**

2. Communication from Supervisor Vander Leest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget. (Referred from June County Board.)
3. Communication from Supervisor Brunette re: A review of tornado siren placement on Green Bay's west side. (Referred from June County Board.)

### **Drug Court**

4. Update on Drug Court Program.

### **District Attorney**

5. Monthly drug criminal complaint numbers. (Handouts to be given out at meeting of the six month analysis.) Standing item.
6. Status on the Brown County departments coordinated efforts with respect to drug cases. (Referred from June meeting.)

### **Sheriff**

7. Budget Status Financial Report for May 31, 2009.
8. Key Factor Report for July and Jail Average Daily Population by Month and Type for the Calendar Year 2009.
9. Grant Application Review (#09-28): Homeland Sec. Spec. Team Training.
10. Grant Application Review (#09-29): Homeland Sec. Spec. Team Training.
11. Update from Drug Task Force regarding recent drug arrests and trends.

12. Review/Approve the proposed 2010/2011/2012 police services contract between Brown County and the Village of Bellevue.
13. Sheriff's report.

#### **Teen Court**

14. Teen Court Stats.

#### **Public Safety Communications**

15. Budget Status Financial Report. (To be distributed at meeting.)
16. FoxComm Agreement - (Motion from June meeting: To let us see what the bid is for moving the equipment and come back to us next month).
17. Director's report.
18. **Circuit Courts** Budget Status Financial Report for May, 2009. No other agenda items.
19. **Clerk of Courts** Budget Status Financial Report for May 31, 2009. No other agenda items.
20. **Medical Examiner** Budget Status Financial Report for May, 2009. No other agenda items.
21. **Closed Session:** Pursuant to Sec. 19.85(1)(c), Wisconsin Statutes to consider the potential employment of several individuals at the Communications Center.

#### **Other**

22. Audit of bills.
23. Such other matters as authorized by law.

Andy Nicholson, Chair

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### EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair  
Kathy Johnson, Vice Chair  
Adam Warpinski, Pat Wetzel, Jesse Brunette

### EDUCATION & RECREATION COMMITTEE

Thursday, July 9, 2009

5:30 p.m.

Rm 200, Northern Building  
305 E. Walnut Street

- I. Call meeting to order.
  - II. Approve/modify agenda.
  - III. Approve/modify minutes of June 4, 2009.
- 
1. Review minutes of:
    - a) Library Board (04/16/2009 and 05/21/2009).
    - b) Neville Public Museum (06/22/2009).

### Communications

2. Communication from Supervisor Vander Leest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget. (Referred from June County Board.)
3. Communication from Supervisor Knier re: Parks Committee to improve signage to clearly outline the Fonferek property. (Referred from June meeting with motion: To hold for one month and have staff come back with a list of where they are placing their signs and request Supervisor Knier's input on where she feels the signs should be.)

### Museum

4. Attendance & Admission May 2009.
5. Budget Status Financial Report for May 31, 2009.
6. Director's report.

### Golf Course

7. Request for Budget Transfer (#09-40): Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category: Pond on Hole #17 to be dredged.
8. Financial Statistics – June 21, 2009, and Budget Status Report – May 31, 2009.
9. Superintendent's Report.

### **NEW Zoo**

10. Request for Budget Transfer (#09-36): Increase in Expenditures with Offsetting Increase in Revenues: Request to increase restricted donations by \$1,532,25 with offsetting increase in restricted Grounds Maintenance.
11. Zoo Monthly Activity Report.
  - a) Visitor Center Operation Reports:
    - i. Admissions Revenue Attendance 2008 Report.
    - ii. Gift Shop Concessions Revenue 2009 Report.
  - b) Curator's Report - Animal Collection Report June 4-11, 2009.
  - c) Education & Volunteer Programs Report June, 2009.
12. Budget Status Financial Report for May 31, 2009.

### **Library**

13. Budget Status Report for May 31, 2009.
14. Director's Report.

### **Resch Centre/Arena/Shopko Hall**

15. May Attendance for the Brown County Veterans Memorial Complex.

### **Parks**

16. Request to approve park areas open for hunting during the 2009 season.
17. Approval of Memorandum of Understanding between WDNR and Brown County for the moving, reconstruction, maintenance and management of the Jean Nicolet statue and bronze marker to Wequiock Falls County Park.
18. Request for Budget Transfer (#09-37): Increase in Expenditures with Offsetting Increase in Revenue: To reflect additional grant funding and donations, along with a transfer from the Port to cover the costs of the Historical Signage Project, Fox River Trail. (This item was approved at the June Planning, Development & Transportation meeting.)
19. Budget Status Financial Report for May 31, 2009.
20. Director's Report for May, 2009.

### **Other**

21. Audit of bills.
22. Such other matters as authorized by law.

John Vander Leest, Chair

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## JULY 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					COUNTY OFFICES CLOSED	 <b>4th of July</b>
			1	2		4
5	Executive Cmte 6pm	Facility Master Plan SubCmte 5:15pm	Public Safety 5pm	Ed & Rec 5:30pm	10	11
12	13	Vets' Recognition 5:15pm	15	16	17	18
19	20	21	Human Svcs 5 PM Board of Supervisors 7pm	Fac. Master Plan 5:15 pm Administration Cmte 5:30pm	24	25
26	Land Con 7pm Plan Develop & Trans 7:30pm	28	29	30	31	

## AUGUST 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	Public Safety 5pm	Ed & Rec 5:30pm	7	8
9	Executive Cmte 6pm	Vets' Recognition 5:15pm	12	13	14	15
16	17	18	EMS 1:30pm Board of Supervisors 7pm	Facility Master Plan SubCmte 5:15pm	21	22
23	Land Con 7pm Plan Develop & Trans 7:30pm	25	Human Svc Cmte 6pm	Administration Cmte 5:30pm	28	29
30	31					

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### **COMMITTEE MINUTES**

- Neville Public Museum (June 22, 2009)
- Planning Chapter 21 Subdivisions Ordinance Revision (May 28, 2009)
- Revolving Loan Fund Committee (June 25, 2009)

**A copy of the minutes are located on the Brown County website under  
[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

## **PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, June 22, 2009, at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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PRESENT: Kevin Kuehn, Kramer Rock, Charlie Schrock, Adam Warpinski

EXCUSED: Kathy Johnson, Pat Wetzel

ALSO

PRESENT: Gene Umberger, Jill Champeau, Becky McKee

---

1. **CALL MEETING TO ORDER**

Chairman Kevin Kuehn called the meeting to order at 4:30 p.m.

2. **APPROVE/MODIFY AGENDA**

**Motion made by Charlie Schrock and seconded by Kramer Rock to approve the agenda. Vote taken. MOTION APPROVED UNANIMOUSLY.**

3. **APPROVE/MODIFY MINUTES OF MARCH 23, 2009**

**Motion made by Adam Warpinski and seconded by Charlie Schrock to approve the minutes. Vote taken. MOTION APPROVED UNANIMOUSLY.**

4. **DEACCESSIONING REPORT**

Two items being requested for deaccessioning:

- Quilt (recorded in 1940) with red pieced triangular patches, which is in very poor condition. Means of disposition would be to a consignment auction.
- Two concrete bases for an anchor and propeller currently located outside in front of the museum. The concrete bases will be dismantled and the anchor and propeller will be housed inside of the museum. They have become very worn and no longer fit in with the updated landscaping, which is still being worked on.

**Motion made by Kramer Rock and seconded by Charlie Schrock to deaccession a quilt (Object #800/346) and two concrete bases (Object #10,913/1981.26). Vote taken. MOTION APPROVED UNANIMOUSLY.**

5. **COMPACT STORAGE**

We have been moving along with our plans to obtain compact storage. Kevin Kuehn expressed the desire to officially submit a bonding proposal request to the Department of Administration and County Executive for this project. Gene has worked up a draft bonding proposal request, but is still waiting on some information and price quotes from Facilities Management for various parts of the project which they will do in house or contract out. Gene hopes to have this information in time to submit the request, which is due to Administration by July 3. The Department of Administration and County Executive

considers all departmental requests and prioritizes the projects into a 5-year plan. Gene indicated that he would like to see this project started as soon as feasible.

**Motion made by Kramer Rock, and seconded by Charlie Schrock, that the Neville Public Museum Governing Board respectfully submits a request for approval of a bonding proposal for compact storage at the Neville Public Museum of Brown County. Vote taken. MOTION APPROVED UNANIMOUSLY.**

6. UPDATE ON STRATEGIC PLAN

Gene distributed a summary review of progress on the museum's strategic plan, and highlighted a few items.

Reaccreditation

On August 13, 2008, the Neville attained re-accreditation by the American Association of Museums. The accreditation is good for ten years. Gene thanked Charlie Schrock for his assistance in this endeavor.

Visitors

The NPM Foundation Board has been focusing on additional ways to increase membership in Friends of the Neville.

Programs

To continue with our successful joint programming with the Brown County Library, we will once again collaborate with them on their summer reading program. Last year it was tied to our *Art and the Animal* exhibit, and this year will correlate with our *Spiders!* exhibit.

In exchange for use of some of the Neville's photos and film, Arketype is going to provide some in-kind services to the Foundation, such as to enhance the Museum's logo.

We have been working with Mary Sue Fenner, a graphic arts instructor at NWTC, to have some of her students work on some projects for us, which has resulted in a very successful partnership.

Collections

We are preparing a request for the county's capital improvements bonding plan for the acquisition of high density compact storage units and renovation of Collections storage.

Funding

An Art Guild was formed to help defray the costs of art exhibits, which are often the hardest to fund.

The Foundation President continues to tap into local funding sources not approached before, e.g. Sam's Club, which funded the exhibit *Trilobite Treasures*; Wal-Mart, which is contributing to the Children's Only Shop that will be added this year to the Prange exhibit; Kohl's, which is contributing to the Children's Only Shop, and is also offering volunteer help; M&I Bank, which is contributing to the Prange exhibit.

Paypal has been added to the museum's website for individuals wishing to contribute to the Foundation.

**Motion made by Charlie Schrock, and seconded by Adam Warpinski, to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.**

7. DIRECTOR'S REPORT

Gene highlighted some areas of his April-June report, which he distributed.

There has been a change with the dates of the *Spiders!* exhibit, which was originally going to be through November 8. Given the vacancy of the Curator of History and the finances of the NPM Foundation, we cancelled the Civil War exhibit and decided to prolong the Spiders! exhibit—it will close for one week (Nov. 9-13) while being transported to the second floor. It will then continue until May 23, 2010. The remainder of the timeframe that would have been the Civil War exhibit will probably be a three month art exhibit.

Gene encouraged the Board members to stop down and visit with our artists in residence and told them that they may be amused by Mindy Sue Meyers, who does “sculptural objects that represent sweets.”

Students from NWTC designed a new internal visitor's map for the museum. It still is not finalized, but will be soon. NWTC will also cover the cost of printing a large batch of them for us in the fall. Gene distributed a copy of the draft design.

The Neville received the 2009 Best of the Bay “Local Museum” *Green Bay Press-Gazette* Reader's Choice Award.

Becky McKee reported on the following on behalf of the Neville Public Museum Foundation:

- Two e-newsletters have been sent out, which are e-mailed the first Tuesday of each month. We have close to three thousand recipients, and continue to build on that. Eventually, she would like to see the e-newsletter sent out twice per month.
- Becky passed around a photo of museum volunteers taken at our volunteer recognition program. The photo was published in the Community Snapshots along with the Musepaper.
- One of the classes from NWTC developed several designs for t-shirts, sweatshirts, sport shirts, etc. to be sold in the Gift Shop. Kevin asked how the Gift Shop is doing and Becky informed him that it is doing well, although we are still looking for weekend volunteers. We may eventually have to pay for weekend help; in the long-term she thinks we will come out ahead, especially around Christmas.

Kevin asked Becky how fundraising is going. Becky stated that most of the local sources she has been soliciting, which are typically smaller, have been successful. The bigger sources (\$5,000 to \$10,000 range) are hard to find. Right now, they are readjusting their budget and repositioning some money. On Tuesday, Becky is proposing to the Foundation Board, a three-tiered plan to adjust their budget and finances. Until that time, she prefers not to reveal any specific information. In the short term, they are working on a membership drive and readjusting their budget. In the long term, Becky would like to see the number of Foundation Board members grow to 13+ people, so that they have a larger outreach to corporations and different sets of “friends.” There is also more of an opportunity for these people to take on special projects which raise money and awareness for the Foundation.

**Motion made by Adam Warpinski, and seconded by Charlie Schrock, to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.**

8. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Charlie Schrock informed the group that with his relocation to Chicago, he regretfully will have to leave this board and will contact Gene regarding his official resignation date. He has enjoyed learning about and being part of this organization. Gene thanked Charlie and expressed his appreciation for all of his support on various projects. We will miss him and wish him all the best.

9. ADJOURNMENT

**Motion made by Adam Warpinski and seconded by Kramer Rock to adjourn at 5:00 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.**

Respectfully submitted,  
Jill Champeau

**Next Meeting**

Monday—September 28, 2009  
4:30 p.m.



## REVIEW OF PROGRESS ON STRATEGIC PLAN

JUNE 2009

The strategic plan is to be reviewed annually and the last review was in June 2008.

There are six sections to the plan: re-accreditation, visitors, programs, collections, funding, and staff/ volunteers. Satisfactory means that we are doing well and it's ongoing.

**I. Re-accreditation:** The five strategies under the goal of renewing American Association of Museums accreditation were completed. [completed]

- Subsequent accreditation was awarded on August 13, 2008, by the AAM Accreditation Commission

**II. Visitors**

**A. Enhance community-wide support.**

1) New marketing plan created by Foundation President Becky McKee (April 2009) [satisfactory]

- Further develop E-Newsletter (almost 3,000 current recipients), Facebook and Twitter on the website
- Continue to participate in The Little Gift Bag, LLC program in which gift bags are given to people moving into the area (250 per month)
- Reach out to students at local college and university through student newspapers

2) Develop a vibrant "Friends of the Neville" group [increasing progress made]

- Foundation Board met in June to brainstorm how to focus on increasing memberships
- Discounts on memberships offered at various times to different groups and through various marketing opportunities (e.g., N.E.W. Real Deals coupon book)
- Memberships promoted in Gift Shop and at Reception Desk
- Membership committee redoing levels of membership—cost and benefits
- Color calendar, noting numerous museum events, offered as a benefit of membership

3) Create portable display unit of historic photographs to be periodically moved around to different locations in the community [completed]

- Eventually found it more useful to *redo* the unit to focus more on exhibit related promotion; currently being used in the Brown County Central Library

4) Develop partnerships with media [satisfactory]

- Media releases and calendar of events increasingly published by a wider variety of media outlets
- Media coverage of *Art and the Animal* exhibit made possible through JEM grant; *Outdoor Wisconsin* taped here before exhibit opened

**B. Create a clear perception of what the museum is.**

1) Develop a "hook" [no progress]

- May possibly be addressed this summer as we plan to have Arketype look at updating our logo (but not change the fundamental design)—a phrase could become part of it, replacing the traditional "An educational and cultural resource of Brown County"

**C. Become "edgy."**

- 1) Get a sense from various constituencies about the kinds of exhibits and programs they would like, while at the same time looking for such opportunities that would be challenging/thought-provoking [satisfactory]
  - *Art and the Animal* (8/30/08-11/2/08): extensive exhibit (more than 2 galleries) showcasing interpretations of wild and domestic animals by national and international artists; cooperative partnerships with over 20 organizations
  - *Fighting the Fires of Hate* ( 11/22/09-1/1/09): about the Nazi book burnings in 1933; 2 presentations scheduled to go along with exhibit: Guy Stern, Holocaust scholar and co-curator of exhibit, and Henry Golde, author of book about being a Holocaust survivor
  - *Amazing Feats of Aging* (1/31/09-5/3/09): 40 interactives in a carnival-like atmosphere
  - *Aging in America* (2/14/09-4/12/09): photographic exhibit portraying what it means to grow old
  - *Paintings by Rafael Francisco Salas* (4/25/09-8/16/09): work of a dream-like quality by an artist who is on the faculty of Ripon College

### III. Programs

A. Develop, strengthen, and maintain partnerships with like or key organizations.

- 1) Work with organizations that have similar goals [satisfactory/ongoing: LIR, Green Bay Film Society, Einstein Project, Girl Scouts, Boy Scouts, etc.]
  - *Amazing Feats of Aging* exhibit provided a opportunity to offer a special program to the Girl Scouts
  - Curator of Education participated in Bay Beach Wildlife Sanctuary's Spring Wings event, talking about spiders during run of exhibit
- 2) Develop collaborative programs with others [satisfactory/ongoing]
  - Worked with the City for the 2008 July 4th Festival Foods Fire Over the Fox event, which located the Family Zone Stage (and related activities) in the museum's parking lot, and for 2008 June's Kids Day (reduced fee for kids wearing special bracelet)
  - Worked with Art Events, Inc.'s 2009 Bayfest as part of the festival site, which used the parking lot for Adventure Zone and stage; offered a special reduced admission fee to the Museum
  - Cooperated with The Einstein Project's 2009 *Butterflies & Friends on Parade* project by locating one of the sculptures in our flower garden
  - Cooperated with the DNR by mounting an exhibit in our meeting rooms for their Waterfowl and Pheasant Stamp Design Contest for which they provided a reception
  - Worked with the organizers of Farm Technology Days, a major county event, to have a booth in the Youth Tent to promote the museum and also offer activities for visitors
  - Joint project with Brown County Library: Wildlife Artists and *Librarians Gone Wild* program at the Museum in connection with the *Art and the Animal* exhibit
  - As a member of the Brown County Federation of History Museums, participated in History Passport promotion
  - Gave tours, including behind-the-scenes, to attendees to the Historic Sites Division of the Wisconsin Historical Society's annual conference held in Green Bay
  - Worked with NWTC classes on designs for Gift Shop merchandise and internal map for visitors

B. Mount exhibits that will bring people back.

- 1) Increase number of edgy/controversial exhibits and develop a sense of what would be considered edgy in each of the three disciplines—art, history, and science [satisfactory—see above]
  - 2) Increase use of interactives [satisfactory progress]
    - Included in *Amazing Feats of Aging* (1/31/09-5/3/09) and *Spiders!* (5/16/09-5/23/10)
  - 3) Look for ways to appeal to both adults and children in a given exhibit [satisfactory; primarily through interactives]
  - 4) Renovate permanent exhibit [planning will wait until we are able to acquire compact storage for collections]
- C. Develop, maintain, and improve the museum as a resource to schools.
- 1) Develop exhibits that meet school academic standards [satisfactory]
  - 2) Place academic content on website [satisfactory; done routinely]
  - 3) Develop outreach programs to schools [ongoing]
    - Susan Frost, Foundation Board member and part-time teacher at UW-Green Bay, periodically invited Trevor Jones, former Curator of History, to speak to her classes

#### IV. Collections

- A. Maximize the use of the collections.
- 1) Get collections on website [minimal progress]
    - Louise Pfothauer, Curator of Collections, is working with the web designers on efficient way to get collections on the web
  - 2) Collaborate with other organizations' events and programs [satisfactory]
    - We host the Green Bay Art Colony exhibit each year and the congressman's *Artistic Discovery* exhibit
    - Collaborated with Preble High School history teachers and UW-Green Bay Professor Andrew Kersten to digitize and make accessible the Museum's archival collection of records relating to local soldiers and WWI, which could then be used to support an exhibit at the Museum and to revise the high school history curriculum (made possible by a *Save Our History* grant)
- B. Increase storage capacity for collections (added to the Plan by the Museum Governing Board at December 2007 meeting) [satisfactory]
- 1) In the process of preparing a Capital Improvements Bonding Plan for submission for 2010 that will cover the acquisition of High Density Compact Storage Units and renovation of Collections Storage (addition of a fire suppression system, change lighting design, paint walls, seal floor, etc.)

#### V. Funding

- A. Look at different funding opportunities that have not been fully utilized before.
- 1) Better communicate the existence of the non-profit support group (satisfactory)
    - Art Guild formed to help defray costs of art exhibits, which are often the hardest to fund
    - 2008 Astor Tea Party Series—intent is to do this every couple of years; raises money and helps to promote membership
    - Foundation President continues to tap into local funding sources not approached before, e.g. Sam's Club, which funded exhibit *Trilobite Treasures*; Walmart, which is contributing to Children's Only Shop that will be added this year to the Prange exhibit; Kohl's, which is contributing to the Children's shop, but also offering volunteer help; M & I Bank, which is contributing to the Prange exhibit

- Pam Sloma, Assistant to the Director, has taken over production of *Musepaper*, which helps, in part, to raise funds
- Becky is attending a number of community service groups and getting the word out about the Foundation and the Museum
- Paypal added to Museum website for making contributions to the Foundation
- 2) Enhance gift shop [satisfactory; ongoing]
  - Effort ongoing to increase the number of volunteers working in the shop in order to expand the hours that it is open; basically open Monday to Friday with some variations, and also open some Saturday mornings
  - Restocking of merchandise ongoing
- 3) Cultivate funding sources outside of area [some progress]
  - JEM grant received for *Art and the Animal*

## **VI. Staff and Volunteers**

### **A. Maintain appropriate level of staff and volunteers/interns.**

- 1) Identify priorities for staff positions and strive to keep core positions filled [no change from prior report]
- 2) Develop a stronger volunteer/intern group [some progress]
  - More volunteers added to run the Gift Shop

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**  
**CHAPTER 21 SUBDIVISIONS ORDINANCE REVISION SUBCOMMITTEE**

**Thursday, May 28, 2009**

**Sophie Beaumont Building**

**111 N. Jefferson St., Conference Room B (Room E7)**

**Green Bay, WI**

**3:00 p.m.**

**ROLL CALL:**

Michael Soletski	<u>X</u>	Dennis Reim	<u>X</u>
Bill Bosiacki	<u>X</u>	Graham Callis	<u>X</u>
David Chrouser	<u>X</u>	Norb Dantinne	<u>X</u>
Pat Ford	<u>Exc.</u>	Pat Kaster	<u>X</u>
Chuck Lamine	<u>X</u>	Jon Motquin	<u>X</u>
Michael Vande Hei	<u>X</u>	Andrew Vissers	<u>X</u>
Jim Wallen	<u>X</u>		

**1. Introductions.**

The meeting was called to order by M. Soletski at 3:08 p.m.

John Luetscher introduced himself to the committee. He indicated he is the Corporation Counsel for Brown County. He will be attending the meetings so that he is aware of all proposed changes and can ensure the legal appropriateness of the changes prior to forwarding the proposed changes to the County Board.

C. Lamine indicated that J. Motquin had met with Corporation Counsel to ensure that ordinance language is currently in compliance with Wis. Stats. 236, other applicable Wisconsin Statutes, and all applicable Wisconsin Administrative Codes. J. Motquin will continue to meet with Corporation Counsel as needed to review all proposed changes prior to forwarding the draft ordinance to the Planning Commission Board of Directors; Planning, Development, and Transportation Committee; and the County Board for approval.

**2. Verification of public meeting notice.**

J. Motquin indicated that all agendas are being sent out with the County Board weekly meeting notifications. All future meetings will be noticed by the County Board office staff.

**3. Approval of the minutes of the April 30, 2009, meeting.**

A motion was made by D. Reim, seconded by B. Bosiacki, to approve the minutes as presented. Motion carried unanimously.

4. Review and action regarding the draft of proposed revisions to the Brown County Subdivision Ordinance (Chapter 21 of the Brown County Code).

a. Land division applicability - 40 acre parcel size (s. 21.04)

M. Soletski provided a summary of the discussion from the last meeting. The group discussed the pros and cons of amending the ordinance. The pros included uniform regulations, improved ESA oversight, increased local review of both subdivision and zoning issues, and increased knowledge of building limitations for current and future landowners. The cons include increased surveying workload for surveyors, increased costs for environmental review, increased review for stormwater management, and overall increased costs to landowners.

J. Motquin distributed a map detailing the sewer service areas in Brown County. He also distributed a second map that indicated which local municipalities in Brown County currently have adopted subdivision ordinances requiring all land divisions under 40 acres be reviewed, had provided written support of Brown County adopting the 40 acre review requirement, or would be taking formal board action to demonstrate support for having Brown County adopt the 40 acre review requirement. He indicated that he received negative responses from only Glenmore.

N. Dantinne indicated he was unsure as to whether all towns indicated on the map would agree to requiring landowners to complete a CSM for all land divisions 40 acres or less due to ESA identification requirement. He indicated he would personally call all the communities and report back at the next meeting.

M. Vande Hei indicated that he had questions on how many towns had actually given support. He had not heard about this in his duties on the Lawrence Planning Commission.

J. Motquin indicated the towns of Holland, Lawrence, New Denmark, and Scott had sent written support for requiring CSMs for land divisions 40 acres and less. The towns of Ledgeview and Rockland and the village of Denmark have adopted subdivision ordinances already requiring CSMs for all land divisions 40 acres or less.

J. Wallen indicated that both Outagamie County and Oconto County were currently requiring a CSM for all land divisions and that their staff had indicated it had been working efficiently.

C. Lamine indicated that the Morrison Zoning Administrator had indicated that they limit the number of lot splits within their community and so it appears that increasing the land division review threshold would be appreciated by a majority of the local municipalities. The town of Glenmore residents may not be impacted as an average of 10 or fewer CSMs are reviewed in Glenmore annually. He also indicated that the change would benefit local zoning review.

D. Reim questioned how many municipalities currently required CSMs for land divisions 40 acres or less.

J. Motquin indicated that all communities within the sewer service area presently are required to have CSMs for all land divisions 40 acres or under. He also indicated that the towns of Ledgeview and Rockland have this requirement in their subdivision ordinances. The village of Denmark also has this requirement.

G. Callis indicated that the village of Suamico had proposed this idea, but it opted to postpone this change to see what would happen in the Brown County subdivision code update process.

G. Callis and A. Vissers indicated that it is common for parcels between 10 and 40 acres created by a warranty deed to be non-compliant with local zoning because the division occurs without local review. It would be beneficial to local communities to have more review power.

N. Dantine indicated that the town of Humboldt would not favor changing the current ordinance.

N. Dantine indicated that requiring an entire 40 acre parcel to be surveyed would encumber local landowners from giving their children a two acre parcel to build a home. The increased fees would be cost-prohibitive for rural land. He indicated that several towns in Brown County have farmland preservation ordinances which would make this a moot point.

M. Soletski indicated that he was against requiring a 40 acre or less requirement because it would increase surveyor costs significantly as well as make land subdivision cost-prohibitive for individual landowners. He hypothesized that costs to the consumer would triple or quadruple. The additional environmental review, such as wetland delineations, and extra research and field time involved in setting pins was just the beginning. He also indicated that a farmer would lose a great deal of land due to road dedications if the remnant land had to be included.

D. Reim concurred with M. Soletski. He indicated that research time on researching deeds and other legal documents would be time consuming and increase costs.

M. Soletski stated that he felt a CSM should be filed for all land divisions 10 acres or less and a plat of survey for the remaining 30 acres of the parent parcel. He proposed that the local municipality and county could "sign off" on the plat of survey.

D. Chrouser indicated that to better reflect the intent, he proposed writing the ordinance to "require a CSM for any land division." He also indicated that creating both a CSM and plat of survey as M. Soletski indicated may be more costly for surveyors and their clients. It will take extra technical staff time to create a second map for the plat of survey. He would prefer to make only one map as part of the CSM as that would be more cost-effective.

N. Dantine and M. Soletski indicated that they felt the towns were already doing a sufficient job in enforcing the local ordinances and ensuring that nonconforming parcels were not created. Area development plans (ADPs) were required to provide

insight on how landowners intended to subdivide larger tracts of land. ADPs are adequate tools to ensure that land is developed in an orderly manner.

J. Motquin indicated that ADPs are a useful tool to plan development but only official maps are statutorily binding to require the dedication of street right-of-ways. He also provided examples of several recent CSMs which resulted in the creation of nonconforming parent parcels which exceeded 10 acres.

C. Lamine reminded everyone that Brown County staff can only enforce county ordinances. Most local zoning ordinances are updated with no communication of that action to Brown County. If communication lines were increased, the review process would be more effective.

C. Lamine indicated that the major concerns for Brown County were that development occurred in an orderly fashion and a thorough environmental review be completed prior to building. Brown County wishes to remain proactive in informing both current and future landowners of all limitations. He indicated that it is even more important to identify for future landowners since they have not typically been involved in the subdivision process and so have not been informed of regulatory limitations. He suggested that we identify a buildable area on larger lots so that landowners know where exactly to build. If the current or future landowners wished to build outside this area, a full detailed environmental review would be required.

J. Wallen indicated that a plat of survey is a map to identify parcel boundaries and descriptions, but a deed is required to effect recordation of a lot. Thus, a CSM is needed to legally record a land division. A plat of survey can be used for creating parcels over 10 acres in size or for describing lands to be exchanged between adjacent landowners. He also stated that he feels that the purpose of a subdivision ordinance is to protect the public good. He encouraged the committee to emphasize updating the County Subdivision Ordinance more from the perspective of local municipal enforcement and to a lesser degree from how individual landowners would be affected. This would increase government responsibility.

M. Soletski indicated that it would be best to review the proposed 40 acre requirement with respect to how this would work by reviewing specific language for the "limited review" restrictive covenants. M. Soletski indicated that he had anticipated having the proposed language for review at this meeting.

C. Lamine apologized for the oversight in that J. Motquin left the language in his office. He indicated that we would have it available for the committee members in advance of the next meeting.

J. Motquin indicated that the Brown County CSM review process already utilizes similar strategies to identify approximate environmentally sensitive areas (ESAs) for larger parcels. He indicated that approximate wetlands illustrations are allowed for larger lots where uplands and wetlands exist. He also indicated that soil testing requirements can be waived if a restrictive covenant is used stating *"The wetlands are approximate on Lot 1 due to the large size of the lot and the location of the wetland and ESA. The wetland and ESA boundary shall be properly identified by a*



*certified wetland delineator hired by the affected landowner, and concurrence provided by the appropriate regulatory agency should any development on Lot 1 occur within 50' the wetland or ESA. Any WDNR-approved wetland delineation report/map, along with the approval letter, shall be submitted to Brown County Planning Commission for verification."*

D. Chrouser indicated that Brown County staff has been willing to use the approximate wetland approach in cases that were very obvious in the field. In some cases, this approach may not work due to the difficulties involved in identifying all components of a wetland.

B. Bosiacki indicated that the existing system inspection requirement for private onsite wastewater treatment systems (POWTS) may be a moot point in five years. All existing POWTS must be placed on the State mandated maintenance program within five years of October 2008.

C. Lamine, B. Bosiacki, and J. Motquin indicated that Brown County staff would be willing to continue to utilize a limited environmental identification review process by utilizing the above discussed restrictive covenants and/or approximation methods.

M. Soletski and N. Dantine indicated that they would not favor calling the current parcel an outlot as this would limit the ability to build on the remaining landowner's property.

D. Reim indicated that the definition of an outlot would play an important part in his decision. He requested a definition from a legal source such as a law textbook.

N. Dantine indicated that farmland preservation ordinances in several towns in Brown County would eliminate the need for either requiring CSMs for land divisions under 40 acres or calling the parcel an outlot as the farmland preservation programs require that individual parcels remain 35 acres or more in size.

M. Soletski indicated that time was becoming a limiting factor for this meeting. He requested that Brown County staff prepare language for restrictive covenants to accompany the proposed 40 acre rule. In addition, he requested that someone make a motion to postpone discussion and all decision making processes until the next meeting.

A motion was made by C. Lamine, seconded by G. Callis, to postpone decisions on all agenda items until the next meeting. Motion carried unanimously.

b. Land division applicability – Lot line adjustments (s. 21.04)

A motion was made by C. Lamine, seconded by G. Callis, to postpone decisions on all agenda items until the next meeting. Motion carried unanimously.

c. Clarification of language for combination CSMs (s. 21.50)

A motion was made by C. Lamine, seconded by G. Callis, to postpone decisions on all agenda items until the next meeting. Motion carried unanimously.

d. Lot and Outlot characteristics discussion (s. 21.63 and proposed s. 21.67)

A motion was made by C. Lamine, seconded by G. Callis, to postpone decisions on all agenda items until the next meeting. Motion carried unanimously.

5. Other Matters.

None.

6. Establish next meeting date.

The Chapter 21 Subdivisions Ordinance Revisions Subcommittee meetings are the last Thursday of each month. The next meeting will be Thursday, June 25, 2009. Brown County staff has reserved either Sophie Beaumont Room E7 or Northern Building Room 200 for all upcoming meetings in 2009 due to the anticipated public interest in the upcoming topics.

7. Adjourn.

A motion was made by B. Bosiacki, seconded by D. Chrouser, to adjourn. The meeting was adjourned at 4:31 p.m.

**MINUTES**  
**BROWN COUNTY REVOLVING LOAN FUND COMMITTEE**  
**Thursday, June 25, 2009**  
**Northern Building**  
**305 E. Walnut Street, Conference Room 200**  
**Green Bay, WI 54301**  
**10:00 a.m.**

**ROLL CALL:**

Robert Patrickus	<u>X</u>	Lynn VandenLangenberg	<u>X</u>
George Speaker, Chair	<u>X</u>	Ron Van Straten	<u>X</u>

**OTHERS PRESENT:** Chuck Lamine, Lori Williams, Heidi Supple, and Terry Gerbers.

**ORDER OF BUSINESS:**

1. Approval of the minutes of the December 13, 2007, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by R. Patrickus, seconded by L. VandenLangenberg, to approve the minutes as presented. Motion carried unanimously.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan request from AB Hospitalities, LLC d/b/a Aloft Hotel – Green Bay.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by L. VandenLangenberg, seconded by R. Van Straten, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of reviewing a loan request from AB Hospitalities, LLC d/b/a Aloft Hotel – Green Bay. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by R. Van Straten, to return to open session. Motion carried unanimously.

A motion was made by R. Van Straten, seconded by R. Patrickus, to deny the loan request from AB Hospitalities, LLC d/b/a Aloft Hotel – Green Bay. Motion carried unanimously.

3. Other matters.

C. Lamine provided the committee members with the most recent semi-annual report for the CDBG Revolving Loan fund activity.

4. Adjourn.

A motion was made by R. Van Straten, seconded by L. VandenLangenberg, to adjourn. Motion carried unanimously. The meeting adjourned at 11:25 a.m.

:lsw

DRAFT